

MINUTES  
WILLMAR POLICE COMMISSION  
Monday, July 25, 2022

A meeting of the Willmar Police Civil Service Commission was held on Monday, July 25, 2022, at the Law Enforcement Center in Willmar.

Present were Police Civil Service Commission members President Mike Kubesh, Vice President Earline Schulstad, and Secretary Dennis Anfinson. Police Chief Jim Felt and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by Commissioner Anfinson at 9:03 a.m.

A motion was made by Commissioner Kubesh, seconded by Commissioner Schulstad, to approve the February 7, 2022 minutes as submitted. **Motion carried.**

Chief Felt explained that because of a low number of applicants received for the police officer opening, it was kept open for an additional week. He gave an overview of the applications received. Discussion followed on hiring challenges, numerous job openings for police officers throughout the state, incentives given, and applicants being particular on where they take a job.

After discussion, Commissioner Anfinson made a motion, seconded by Commissioner Kubesh, that because of the low number of applicants, to waive the written test and move forward with interviews to try to speed up the hiring process. **Motion carried.**

Interviews are tentatively scheduled for Tuesday, August 23, 2022. Commissioner Kubesh will be on the interview panel, along with Chief Felt, Captain Anderson, and one sergeant.

Miscellaneous

Chief Felt informed the Commission that he and Captain Anderson will hold an informal meeting with officers in the LELS union on August 4<sup>th</sup> to brain storm ideas on future hiring of police officers.

Chief Felt explained that Ross Smeby, Forensic Technology Analyst, completed the Skills training in July and will take his Minnesota POST test in August. It is in the Police Department's budget to move him from a civilian position to a licensed police officer position, tentatively in September. He will go through a modified FTO Program, as he will continue to do the Forensics job.

Discussion on a having some type of succession plan for clerical at the Police Department. Katie Laughlin's last day full-time was April 30, 2022. She then started the PERA Phased Retirement Option where she works 20 hours a week and gets paid for her wages, with no benefits. With Linda Wittman and Sue Edwards also being close to retirement, Chief Felt is looking at possibly hiring a part-time clerical position, with the hopes that the person would then move into full-time when needed, with retirements.

Office Joe Schafbauer is working with the CEE-VI Task Force for the summer months, while School Resource Officers are available to work the road. This is a great training opportunity for three months where an officer gets experience in writing search warrants, working drug interdiction, etc.

The Police Department is holding active shooter training on August 1<sup>st</sup> at Ridgewater College.

Coffee with the Cops will begin on August 18, 2022, with the first one being held at the Community Center.

National Night Out (NNO) is normally the first Tuesday of August, but because of Rockin' Robbins, Willmar's NNO will be held on Wednesday, August 3<sup>rd</sup>.

The next CERT training is potentially set for September and October, depending on the number of applicants received.

There will be a county-wide disaster drill on October 8th. This will be a missing person drill at Sibley State Park and CERT members will have the opportunity to help out.

Chief Felt updated the Commission on the latest Officer Involved Shooting and the Explorer Program.

There being no further business, a motion to adjourn was made by Commissioner Kubesh, seconded by Commissioner Schulstad. The meeting was adjourned at 9:45 a.m.

/s/ Sue Edwards